



DAVID A. COLE
COMMISSIONER

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOB VACANCIES

BULLETIN: 03-120

Personnel Manager

Direct Hire

Date: 9/08/03 Expires: 9/22/03

PAY RANGE: 27 (confidential) **POSITION TYPE:** Permanent full-time

LOCATION: Augusta **Class Code:** 0404 **POSITION NUMBER:** 0440

BUREAU/DIVISION: Office of Human Resources

JOB DESCRIPTION: This is professional services work of a managerial nature directing and overseeing the Human Resources/Employee Relations Division. The incumbent plans, coordinates, and directs the work of the division's professional staff. Responsibilities include planning, implementing and evaluating human resource policies and procedures at the agency level, representing DOT in all labor relations matters, managing recruitment strategies and the Direct Hire program, overseeing personnel records keeping functions, and ensuring DOT job classification specifications are kept current and address agency needs. Work is performed under administrative direction.

MINIMUM QUALIFICATIONS: A Masters Degree in Human Resource Management, Business or Public Administration, Labor Relations, or directly related field and two (2) years of professional level work experience in personnel and/or employee relations -OR- an equivalent eight (8) year combination of directly related education, training, and experience. Professional work experience must include at least three (3) of the following areas: position classification and pay, recruitment and selection, employee/labor relations, human resource planning, compensation and benefits administration, training, or career counseling.

SELECTION PROCESS: Applicants must submit a current resume, letter of interest and completed Direct Hire application to: MDOT Human Resources, # 16 State House Station, Augusta, ME 04333-0016, no later than 5:00 p.m., Monday September 22, 2003. Applications are available by calling (207) 624-3061 and on the MDOT website: www.state.me.us/mdot

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